

RESTRICTED
SECURITY INFORMATION

Chief of Administration, AD/P

JUL 13 1953

Personnel Director

Completion of Routing and Record Sheets on Applicant Files

1. There is a tendency on the part of various Agency components, occurring with increasing frequency, to return applicant files to the Personnel Office without placing identifying data on the Routing and Record Sheet. In many cases this transmittal sheet fails to reveal the name of the official who has reviewed the contents of the file, the office he represents, or the dates of receipt and transmittal. Furthermore, the determinations made concerning the file are sometimes written in a garbled or fragmentary style.

2. When the Agency was receiving and circulating thousands of files each month, this failure to document fully the Record and Routing Sheet was perhaps difficult to avoid. With the advent of a normal flow of files, failure to comply with the request for full documentation is hard to understand. Congressmen and other VIP's make inquiries concerning the Agency's handling of certain applicants. In connection with this type of inquiry and in conducting normal operations, I am sure you realize the importance of having current and complete information available on all applicant files on which action has occurred.

3. It would be appreciated if you would mention this matter at one of your staff meetings, and request that Personnel and Administrative Officers under your jurisdiction take the necessary action to ensure that all Routing and Record Sheets contain complete and accurate information.

CHARLES E. MALONE

STATINTL

RPS/ [REDACTED] :lmt (8 July 1953)

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